

PROCEDURE FOR HANDLING RETIREMENTS  
UNDER THE PROVISION FOR DISCONTINUED SERVICE

The following procedures have been developed as a means of documenting and expediting cases of employees eligible for discontinued service retirement (Civil Service Retirement Act) or involuntary retirement (CIA Retirement and Disability System), as a result of the existing surplus of on-duty strength in relation to new reduced ceilings and the reduction in personnel that has become necessary.

The differences in the two retirement systems require different types of documentation for the processing of the cases involved.

The Civil Service Retirement Act includes a provision for discontinued service retirement, and the sample memorandum attached herewith as Tab A is to be used in cases in which the retirement will be effected under the CSRA.

The CIA Retirement System does not include a similar discontinued service provision, but does provide that the Director may retire a person involuntary after 25 years of service, if this service includes 10 years of Agency service and 60 months qualifying service. The documentation under this system must, therefore, conform to this provision. The memorandum attached herewith as Tab B is to be used in cases in which the retirement is to be effected

We assume that the preparation of the memorandums will, in all cases, follow a discussion with the employees who wish to avail themselves of early retirement under this general option. Following the discussion with the persons concerned, and the preparation of the documentation, the following procedures for processing the paperwork will be followed:

For Civil Service Cases:

The operating component cuts Form-1152, Resignation Action, with comments showing that the resignation is submitted pursuant to a request from the Head of the Career Service. On the reverse side, the employee's reason for resigning should be that the resignation is submitted pursuant to the memorandum from the Head of the Career Service. The operating component attaches the copy of the memorandum (Tab "A" here) from the Head of the Career Service to the employee, which memorandum will show the endorsement by the employee indicating his acceptance and specifying the date his resignation is to be effective. These documents are then routed to Chief, Retirement Affairs Division via Chief, Special Activities Staff. (Routing through Chief, SAS is merely to serve a technical requirement.) The employee should go to the Retirement Operations Branch as early as possible to sign an Application for Retirement.

For CIA Cases:

The operating component sends to Chief, RAD a copy of the memorandum from the Head of the Career Service to the employee. This copy should bear the signature of the employee noting receipt of the notification. This memorandum is Tab "B" herewith. The employee should go to ROB as early as possible to sign an Application for Retirement. After approval by the Director, RAD will inform the operating component to cut Form-1152 to reflect involuntary retirement under the CIARDS and to send it to RAD via Chief, SAS (again, a technical requirement).

For All Cases:

After RAD ensures that all requirements for documentation and technical steps (including action by CIA Retirement Board on CIARDS cases) have been satisfied, Form-1152, bearing the notation of Chief, ROB, will be sent to Personal Affairs Branch for processing.

Agency Procedure for Responding to Inquiries on Employees Who Retired under the Provisions Described Herein

Retirements under the above provisions are perfectly honorable retirements regardless of the technical aspects of such required language as "request your resignation" (Civil Service) or "involuntary" retirement (CIARDS). The file of each person who

retires under either of these options will be documented to reflect this fact and to provide guidance for replies to inquiries from outside.

"Involuntary" retirements under CIARDS will, in this situation, be acknowledged merely as retirement from the Agency.

Retirements under Civil Service will be acknowledged as merely retirements under Civil Service to inquiries from non-Federal Government sources. To inquiries from other Federal Departments or Agencies the response will indicate discontinued service retirement.

MEMORANDUM FOR:

SUBJECT : Request for Resignation

1. This will confirm a previous discussion with you concerning the problem of a surplus in your career service of on-duty strength in relation to new reduced ceiling and the consequent need to effect a reduction in personnel. At that time you indicated your willingness to assist your career service in reaching its reduced personnel ceiling by accepting involuntary retirement.

2. Accordingly, and in order to establish the necessary conditions for discontinued service retirement under the Civil Service Retirement Act, I have determined that you are surplus to the needs of your career service and hereby request your resignation effective \_\_\_\_\_.

3. The circumstances of your resignation and separation make you eligible for an immediate annuity under the provision for discontinued service retirement in the Civil Service Retirement Act.

4. I urge you to contact the Retirement Affairs Division, Office of Personnel, where every effort will be made to provide

whatever information and assistance you may need in preparing for  
your proposed retirement.

Head of Career Service  
(or Independent Component)

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Received and noted on \_\_\_\_\_  
Date

I hereby submit my resignation from the Central Intelligence  
Agency, as requested above, to be effective on \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

MEMORANDUM FOR:

SUBJECT : Involuntary Retirement Under the CIA Retirement  
and Disability System

1. This will confirm a previous discussion with you concerning the problem of a surplus in your career service of on-duty strength in relation to new reduced ceiling and the consequent need to effect a reduction in personnel. At that time you indicated your willingness to assist your career service in reaching its reduced personnel ceiling by accepting involuntary retirement.

2. Accordingly, and in order to establish the necessary conditions for involuntary retirement under CIARDS, I have determined that you are surplus to the needs of your career service and will recommend your retirement to the Director, effective \_\_\_\_\_.

3. I urge you to contact the Retirement Affairs Division, Office of Personnel, where every effort will be made to provide whatever information and assistance you may need in preparing for your proposed retirement.

Head of Career Service  
(or Independent Component)

NOTED: \_\_\_\_\_  
Date

\* \_\_\_\_\_  
Employee Signature